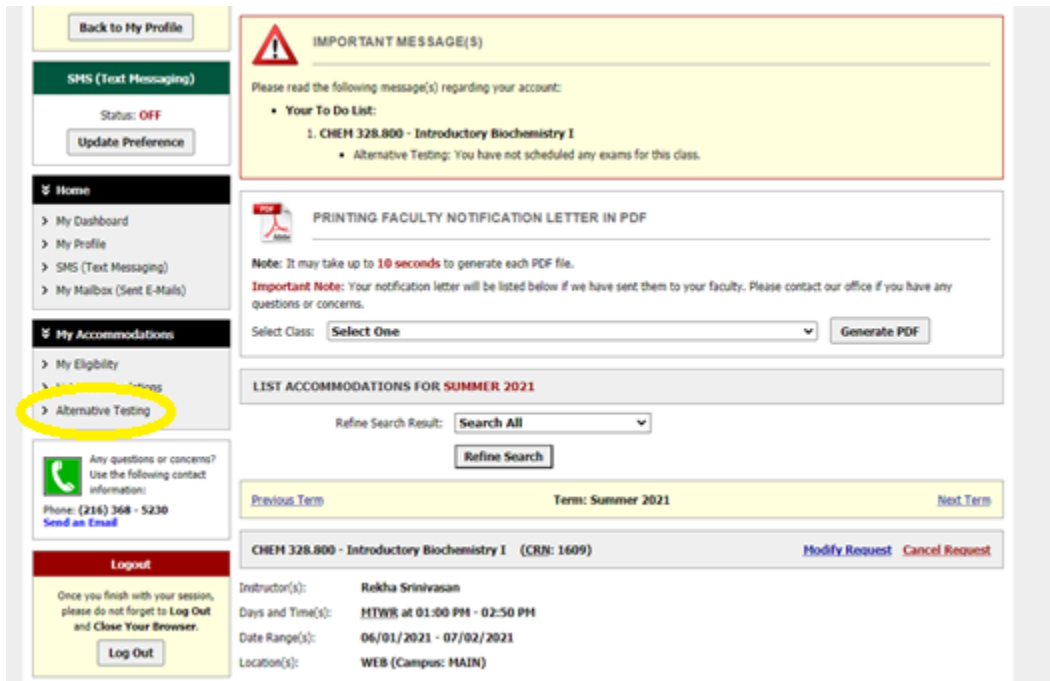


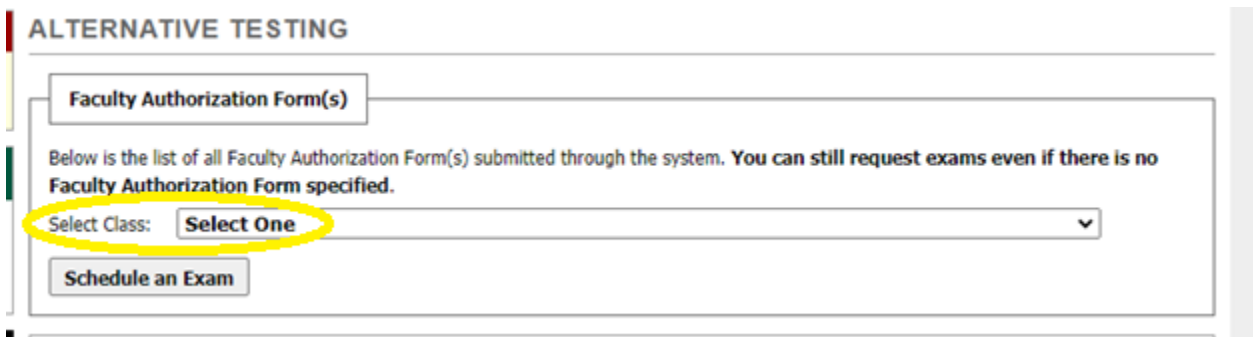
# How to Make a Test Reservation in AIM

1. Log into AIM at [andes.accessiblelearning.com/CWRU/](https://andes.accessiblelearning.com/CWRU/).
2. Find the “Alternative Testing” Link on the left side of your screen:



The screenshot shows the AIM dashboard interface. On the left sidebar, the 'Alternative Testing' link is highlighted with a yellow circle. The main content area features an 'IMPORTANT MESSAGE(S)' section with a warning icon and a 'PRINTING FACULTY NOTIFICATION LETTER IN PDF' section with a 'Generate PDF' button. Below these is a 'LIST ACCOMMODATIONS FOR SUMMER 2021' section with a search filter set to 'Search All' and a 'Refine Search' button. At the bottom, there is a table of course information for 'CHEM 328.800 - Introductory Biochemistry I' with details for the instructor (Rekha Srinivasan), days and time (MTWRF at 01:00 PM - 02:50 PM), date range (06/01/2021 - 07/02/2021), and location (WEB (Campus: MAIN)).

3. Use the “Select Class” dropdown to find the course you have an exam in:



The screenshot shows the 'ALTERNATIVE TESTING' page. It features a 'Faculty Authorization Form(s)' section with a dropdown menu labeled 'Select Class' set to 'Select One'. Below the dropdown is a 'Schedule an Exam' button. The text above the dropdown states: 'Below is the list of all Faculty Authorization Form(s) submitted through the system. You can still request exams even if there is no Faculty Authorization Form specified.'

4. Follow the prompts.

## Things to know

- If the exam is less than 3 days out, then you will be prompted by a late request popup. Just fill out the items on the pop up then your appointment will process.
- If the instructor has not filled out their faculty form, then you cannot process a late notice exam. Email [testing@case.edu](mailto:testing@case.edu) with the course and exam information for assistance.
- If it is more than 3 days out, then you will get a notification that the form will need to be filled out by your instructor. Your appointment is still set and you have done what is needed from you.

## Questions?

Contact the Office of Accommodated Testing and Services at [testing@case.edu](mailto:testing@case.edu) or 216.368.0399 with questions or to set up a Zoom meeting to walk through the process. You can also check [Scheduling Accommodated Exams](#) on our website for a more detailed step-by-step.